



## Archaeological Studies Program

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### MEMORANDUM NO. ASP GBT 2022-047

TO: **ASP Faculty and Senior Graduate Students**

FROM: GRACE BARRETTO-TESORO, Ph.D.  
Director

SUBJECT: Amendment to the Memorandum on Thesis Guidelines

DATE: 23 August 2022

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This is to amend the attached Memorandum dated 4 January 2017, RE: New Guidelines and Rules for Thesis Procedures.

As agreed upon by the faculty members during its 58<sup>th</sup> Faculty Meeting on 01 August 2022, the following are additional information and revisions:

1. For MS/MA Thesis, if to exceed 20,000 words, must have the approval of the Adviser and ASP Director.
2. For PhD, beyond 100,000 words, must have the approval of the ASP Director.
3. Maximum words refer to the main text only and exclude table of contents, acknowledgements, appendices, and references.
4. The student must include a declaration of the number of words as part of the Front Matters of the thesis/dissertation (and approval if it exceeds the maximum if applicable)

For implementation and compliance.

Thank you.



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**4 January 2017**

Memorandum to: Faculty and Senior Graduate Students

Subject: New Guidelines and Rules for Thesis Procedures

The following are the procedures for Thesis writing (MA-MS-PhD)

1. For Master's students who have finished their Archaeo 299, the student will write to the Director requesting for a Thesis Adviser.
2. The Director, upon consultation with the requested faculty, appoints a thesis adviser.
3. The thesis adviser, upon reviewing the draft thesis proposal will write to the Director requesting for the formation of the thesis proposal defense panel.
4. The Director will appoint at least four members of the thesis proposal defense panel including the adviser.
5. The comments and revisions suggested by the panel during the proposal defense should be properly documented.
6. Within three months after the proposal defense, the student will present a progress report to the panel and showing the appropriate revisions undertaken.
7. Upon submission of the student of a full draft of the thesis, the adviser will write the director to appoint a thesis critic, two readers and an external examiner.
8. The thesis critic will review the full draft and consult with the students on probable revisions, corrections and comments. The student will then revised the thesis draft accordingly and consult with the thesis critic.
9. If the revisions to the draft thesis is satisfactory, the thesis critic will write to the director that the thesis is ready for oral examination.
10. The thesis oral examination will be calendared provided that the panel members are given two weeks to review the thesis.

11. The Master's thesis should not exceed 20,000 words (90-100 pages) excluding appendices and bibliography. For PhD thesis, it should be between 80,000 to 100,000 words excluding appendices and bibliography.

A handwritten signature in blue ink, appearing to read 'AS' with a stylized flourish.

**Armand Salvador Mijares, PhD**

**Director**